

15 MAY 1995



Maintenance

PROCESSING INTERIM TECHNICAL ORDERS

NOTICE: This publication is available digitally on the HQ AFMC WWW site at: <http://afmc.wpafb.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AFMC/ENPD (Ms Pamela Sutton)
Supersedes AFMCR 8-3, 22 January 1993

Certified by: HQ AFMC/ENP (Ms Pamela Sutton)
Pages: 13
Distribution: F;X

This instruction implements the requirements of 00-5-series technical orders (TO), under the policy in AFPD 21-3, *Technical Orders*, for AFMC units. It assigns responsibilities and establishes procedures for developing, coordinating, approving and distributing interim TOs (ITO). This instruction applies to United States Air Force and Security Assistance Program (SAP) systems and equipment. AFMC air logistics and product centers (ALC and PC) may supplement this instruction. A copy of each supplement issued must be provided to HQ AFMC/ENPD.

SUMMARY OF REVISIONS

This instruction has been reformatted as an AFMC instruction and paragraphs have been renumbered digitally. It has been revised to incorporate the Integrated Weapon System Management (IWSM) concept, update office symbols and responsibilities, and replace information repeated from other publications with a reference to the publication.

1. Policy:

1.1. Applicable Publications. The following publications apply to both formal and interim supplements and TCTOs: TOs 00-5-1, 00-5-2, 00-5-15, and 00-5-19; Mil-T-38804; AFIs 11-215, *Flight Manuals Program (FMP)* and 31-401, *Managing the Information Security Program*; and AFMCI 21-301, *Air Force Technical Order System*.

1.2. Types and Uses of ITOs:

1.2.1. Interim Safety Supplement (ISS): Issued when unsafe conditions exist which could result in fatality, serious injury to personnel, extensive damage or destruction of equipment or property; and circumstances preclude timely publication of a formal update.

1.2.2. Interim Operational Supplement (IOS): Issued to correct conditions which could reduce operational efficiency, jeopardize safety, or reduce the success of fault isolation procedures; or to identify and/or replace hazardous materials and ozone depleting substances (ODS); when circum-

stances preclude timely publication of a formal TO update. (ISSs and IOSs are prepared according to TO 00-5-1.)

1.2.3. Interim Time Compliance Technical Orders (ITCTO) and ITCTO Supplements (attachments 4 and 5): Issued as specified below. They will not be replaced by formal TCTOs or supplements.

- Immediate Action Time Compliance Technical Order (TCTO).
- Urgent Action TCTO with a 1-10 day compliance period.
- Routine Safety Inspection TCTO with an 11-35 day compliance period, either nonkitted or with an approved waiver to the complete kit concept from the applicable using major command (MAJCOM) logistics office (LG__).
- Record TCTO only for intercontinental ballistic missiles (ICBM) and associated support equipment (SE).
- When the basic TCTO was issued as an interim. Exception: Routine ITCTO supplements may be issued for the purpose of extending TCTO rescission dates.

1.3. Actions Directed. Actions directed by ISSs and IOSs include but are not limited to:

1.3.1. Restricting use of the system or equipment to known safe areas of operation or flight envelopes.

1.3.2. Deactivating the defective system, subsystem or equipment.

1.3.3. Removing a defective subsystem or commodity from an end item.

1.3.4. Removing the system from service (immediately if warranted by the hazard), up to and including the entire fleet.

1.4. A single ITCTO may be structured and issued to both United States Air Force users and SAP countries authorized release when effectivity data and degraded mission capabilities aren't identifiable by country. All ITOs must be approved for release by the Foreign Disclosure Policy Office of the responsible management activity before transmission to North Atlantic Treaty Organization or other foreign governments. When one ITCTO can't be released to all users, appropriate Interim Country Standard TCTOs must be issued.

1.5. The generic term "responsible activity" is used throughout this instruction to indicate the single manager (SM - see TO 00-5-1) of systems or product and materiel groups under the IWSM concept.

1.6. Emergency suspension or rescission of an ITO without compliance will be approved at the same level that originally approved issuance of the ITO. Suspended ITCTOs are authorized to be held in abeyance for a maximum of 90 days from the date of dispatch, at which time the ITCTO must be rescinded.

1.7. All ITOs are listed in the applicable TO Index.

1.8. TO release approval levels are at attachment 1.

2. Responsibilities:

2.1. Responsible Activity. Researches, develops, coordinates, obtains release approval and distributes an ITO. Actions include but are not limited to:

2.1.1. Notifying the following agencies or activities by telephone as early as possible of any situation that could result in issuing an immediate or urgent action ITCTO: the applicable program executive officer or designated acquisition commander (center commander), affected MAJCOM/LG office, HQ AFMC division concerned with the system or product (attachment 2), local safety (SE) and public affairs (PA) offices, and the activity responsible for management of the impacted systems and commodities. When the ITO could restrict any Air Force combat weapon system from full capability or operational readiness, also notify the Air Force Combat Operations Staff, HQ USAF/XOOO.

2.1.2. When applicable, notifying the Defense Plant Representative Office (DPRO) by the quickest and most direct means available of any situation that could result in issuing an ITO.

2.1.3. Coordinating proposed ITCTOs which remove Single Integrated Operations Plan (SIOP)-tasked systems or equipment from service through the applicable activities (attachment 1) and obtaining release approval from the USAF Chief of Staff.

2.1.4. For ITCTOs, complete the checklist in attachment 3. Provide a copy of the completed checklist when requesting the appropriate activity (attachment 1) for approval to release the ITCTO. For routine safety inspection ITCTOs, obtain affected three-letter MAJCOM/LG office concurrence to issue the ITCTO. Provide a copy of the completed checklist to other requesting AFMC activities.

2.1.5. Prepare ITCTOs according to the sample format in attachment 4. When appropriate, obtain a waiver to the complete kit concept. Kit proofing will not be waived except as specified in TO 00-5-15.

2.1.6. Issue a replacement ITCTO or ITCTO supplement (as appropriate, according to TO 00-5-15) if the information in a published ITCTO or supplement must be corrected.

2.1.7. Issue a concurrent IOS or ISS (as appropriate) to update Operations and Maintenance TOs which require changes due to an ITCTO or ITCTO supplement.

2.1.8. Request issue of a formal safety supplement, TO change or revision to replace an ISS according to the criteria in TO 00-5-1.

2.1.9. Issue a replacement IOS when a previously published IOS must be changed before it is incorporated. Forward a copy of each IOS, attached to an AFMC Form 252, **TO Publication Change Request**, with blocks 1 through 7 completed (AFMCR 8-5, *Technical Order Mechanized Information Numbering, Indexing, and Distribution System*), to the responsible TO manager for inclusion in the next routine update to affected TOs.

2.1.10. Maintain ITO address list and distribution information according to paragraph 4 and TO 00-5-2.

2.2. TO Managers. Assist the responsible activity by providing G022 initial distribution listings to update message lists and address indicating groups (AIG) (paragraph 4). Determine the best methods for incorporation of ITO data into formal TOs.

2.3. Applicable HQ AFMC Division. Upon notification of an impending ITO release, notify other affected HQ AFMC divisions.

3. Procedures For Issuing Immediate and Urgent ITCTOs:

3.1. Notification:

3.1.1. The responsible activity notifies all affected operating commands, HQ USAF/LGM, applicable HQ AFMC divisions and AFMC Safety Office (SE) and PA by telephone immediately following the receipt of approval to release an immediate action or urgent action ITCTO.

3.1.2. HQ AFMC/SE/PA, upon notification of a pending immediate action or urgent action ITCTO, notifies HQ USAF/SE/PA by telephone of pending action.

3.1.3. The responsible activity notifies the ALC product division or PC director and PA, as applicable, of all pending or approved ITCTOs. The directors notify their respective center commanders of all pending immediate action or urgent action ITCTOs.

3.1.4. Immediately after the ITCTO is dispatched, inform all affected operating commands, HQ USAF/ LGM/CEO, applicable HQ AFMC divisions and PA by telephone that the ITCTO has been issued. (After normal duty hours, furnish the information to the staff duty officer.)

3.2. Procedures:

3.2.1. Once the need for issuance of an immediate or urgent action ITCTO is identified, the responsible activity evaluates the situation for alternative courses of action. If an alternative isn't feasible, the responsible activity takes actions described below. A maximum of 24 hours for immediate and 48 hours for urgent action ITCTOs is allowed for a fix to be developed before issuing an ITCTO. If a fix can't be developed within that time, the ITCTO will provide instructions to "safe" the system or commodity until a fix can be developed for the condition and issued as an ITCTO supplement.

3.2.2. When an ITCTO is commodity driven, the responsible activity for the commodity prepares and issues the companion ITCTO for all impacted systems and platforms, after obtaining the inspection, removal or replacement instructions from the affected managers. Companion ITCTOs will reference the commodity ITCTO that provided the fix. (**NOTE:** ITCTOs for engines that are approved for the single TCTO concept are exempt from the intent of this paragraph.)

3.2.3. The responsible activity obtains the ITCTO and data code numbers from the prime ALC TO management office.

3.2.4. The responsible activity issues ITCTOs as multiple addressee messages, and requests confirmation of receipt by inserting "Report Delivery" after the first action addressee. (If there are known delivery problems, additional confirmations may be requested.)

4. AIGs and Address Lists for ITO Distribution:

4.1. The responsible activity establishes and maintains AIGs and address lists for ITO distribution according to TO 00-5-2, chapter 5. A research deck identifying users with an established requirement for a specific TO or TCTO series may be obtained from the ALC TO management office for use in preparing and maintaining the list or AIG.

4.2. The responsible activity establishes internal procedures to make sure ITOs are quickly distributed to all affected AFMC organizations. AFMC organizations receiving incoming ITOs will send copies to all affected base activities not included in the message address list or AIG. Activities omitted from message address lists or AIGs and which have a need for ITOs should ask the responsible activity to include them on future distribution.

4.3. The responsible activity ensures addressees with special distribution needs (attachment 6) are included in message address lists or AIGs.

4.4. ITOs must be mailed or sent via other electronic means (i.e., FAX or electronic (e-mail)) to contractors. Deactivation of the Consolidated Commercial Refile Center in October 1992 precludes contractors from re-ceiving AUTODIN message traffic.

LAVERN J. MENKER, Acting Director,
Engineering and Technical Management

Attachment 1
ITO APPROVAL/SIGNATURE LEVELS

ITO is:	APPROVAL/SIGNATURE
1. ISS/IOS	Approval/Signature: SM
2. Immediate Action ITCTO for SIOP tasked systems/equipment	Approval: Chief of Staff, USAF Through: SM, ALC/CC, AFMC/CC Signature: SM
3. Immediate Action ITCTO other than 2 above	Approval/Signature: SM
4. Urgent Action ITCTO	Approval/Signature: SM
5. Routine Safety Inspection ITCTO, 11-35 day compliance, nonkitted or with MAJCOM/LG_-approved waiver to complete kit concept	Concurrence: Affected MAJCOM/LG_ Approval/Signature: SM
6. Record ITCTO for ICBM or associated SE Approval: SM	Coordinate: Contractor
7. ITCTO Supplement	Approval/Signature: Same as the basic ITCTO
8. Routine ITCTO Supplement to Formal TCTO to extend rescission date	Approval/Signature: Same as the basic TCTO

Attachment 2
HQ AFMC DIVISION POINTS OF CONTACT (POC) FOR ITOS

REQUIREMENT DIRECTORATE (HQ AFMC/DR):

Responsible Division:

DRA	DSN: 787-5646	Global Power Division (All aircraft operated by HQ ACC [<i>lead command</i>], and aerial targets)
DRB	DSN: 787-4055	Global Reach Division (Airlift Aircraft)
DRC	DSN: 787-2767	Common Systems Division (products and materiel not considered a "system")
DRD	DSN: 787-6241	Command, Control, Communications, and Computer Intelligence (C4I) Systems Division
DRS	DSN: 787-6151	Space Systems Division
DRT	DSN: 787-2510	Training, Special Operations Forces and Proven Aircraft Division
DRW	DSN: 787-3031	Munitions Division

Attachment 3 ITCTO CHECKLIST

(References: AFMCI 21-302 and TO 00-5-15)

(Instructions: Check/fill in applicable blocks or enter N/A)

1. DATE: _____ 2. TIME: _____

3. ACTION OFFICER NAME: _____ OFFICE SYMBOL: _____
DSN NUMBER: _____

4. ITCTO Number: _____ Data Code: _____
ITCTO Title: _____

5. Date and time ITCTO will be released: _____

6. Has the SM or PC Director concurred and coordinated that this ITCTO will remove from service or suspend use of affected system/equipment if inspection/corrective actions aren't completed within the specified time?
_____ YES _____ NO

7. List affected MAJCOM and/or responsible activity points of contact (name, office symbol, DSN) who concurred that the defect described in this ITCTO justifies potential removal from service or suspending use of affected system/equipment. _____

8. List MAJCOMs that possess affected system/equipment. _____

9. Identify the manager of the affected system/equipment. _____

Manager's Name: _____
Office Symbol: _____ DSN: _____

10. Has the commodity IM been contacted to determine whether other systems/end items are affected?
_____ YES _____ NO

a. Is a companion commodity ITCTO required? _____ YES _____ NO
(If "YES" provide the following information on the commodity ITCTO)
ITCTO Number: _____ Data Code: _____
ITCTO Title: _____

b. Identify managers of other affected systems/equipment that have been notified. If separate ITCTOs will be issued for the other affected systems/equipment, also enter ITCTO number.

Office Symbol/Name: _____ DSN: _____ ITCTO Number: _____
Office Symbol/Name: _____ DSN: _____ ITCTO Number: _____

11. Item Part Number: _____

Item NSN: _____
Quantity Per Application: _____
Quantity of item in stock: _____
Quantity on order: _____
Estimated Delivery Date: _____
Item Manufacturer: _____
Other sources for procurement: _____

12. Source of Repair: _____

13. Is the ITCTO data proprietary: _____ YES _____ NO

14. Percentage of installs that are expected to require replacement: _____

15. TO figure, index and page number that best illustrates problem: _____

16. Problem and cause (brief statement including any related incident or mishap): _____

17. Urgency of need (brief statement including impact of taking no action): _____

18. Level of Accomplishment: _____ Organizational _____ Intermediate _____ Depot

19. Number of systems/equipment affected: _____

20. Mission, Design and Series: _____

21. Have PDM or depot aircraft been inspected to confirm problem? _____ YES _____ NO
 How many? _____ What percentage of inspected are defective? _____

22. Kits or parts required: _____ YES _____ NO _____ Waived by MAJCOM
 Name, Office Symbol, and DSN of MAJCOM individual: _____

23. Kits or parts available: _____ YES _____ NO (briefly explain) _____

24. Are special tools or test equipment required? _____ YES _____ NO (briefly explain) _____

25. Are special tools or test equipment available? _____ YES _____ NO (briefly explain) _____

26. Synopsis of work involved: _____

27. Inspection man-hours: _____

28. Repair/replacement man-hours: _____

29. Will a functional test flight be required: _____ YES _____ NO

30. Was ITCTO proofing accomplished? _____ YES _____ NO _____ Waiver
 Briefly explain where and by whom accomplished, or why not accomplished: _____

31. Will FMS be notified? _____ YES _____ NO (briefly explain) _____

Attachment 4 ITCTO MESSAGE FORMAT

FROM: (Appropriate Signature Level according to attachment 1)
TO: (List message addresses or use AIG, as appropriate - Insert "REPORT DELIVERY" after the first action addressee)
OC-ALC TINKER AFB OK//TILUB// {MANDATORY}

UNCLAS

SUBJ: INTERIM (enter IMMEDIATE ACTION, URGENT ACTION or RECORD) TIME COMPLIANCE
TECHNICAL ORDER (number), DATED (enter date), DATA CODE (number), RESCISSION DATE (enter date), TITLE: (enter title of the ITCTO). (When applicable, enter: THIS ITCTO SUPERSEDES ITCTO (number), DATED (enter date), DATA CODE (enter data code).

1. COMMANDERS ARE RESPONSIBLE FOR BRINGING THIS ITCTO TO THE ATTENTION OF ALL AFFECTED AIR FORCE PERSONNEL.

2. DISTRIBUTION STATEMENT (according to MIL-STD-1806).

3. (When applicable, enter) EXPORT CONTROL WARNING (according to MIL-STD-1806).

4. HANDLING AND DESTRUCTION NOTICE (according to MIL-M-38784).

5. THIS ITCTO APPROVED BY (enter name, organization and office symbol).

6. (Enter applicable statement) THIS IS A NONKITTED ITCTO (or) WAIVER TO COMPLETE KIT
CONCEPT APPROVED BY (enter name, organization and office symbol of the MAJCOM representative).

The body of the ITCTO message will be formatted according to MIL-T-38804, to include paragraphs titled:

7. APPLICATION:

8. PURPOSE:

9. WHEN TO BE ACCOMPLISHED:

10. BY WHOM TO BE ACCOMPLISHED:

11. WHAT IS REQUIRED:

12. HOW WORK IS ACCOMPLISHED:

13. SUPPLEMENTAL INFORMATION:

14. RECORDS:

15. POC FOR THIS ITCTO IS (name, organization and office symbol and DSN number).

Attachment 5

ITCTO SUPPLEMENT MESSAGE FORMAT

FROM:	(Appropriate Signature Level according to attachment 1)
TO:	(List message addresses or use AIG, as appropriate - Insert "REPORT DELIVERY" after the first action addressee) OC-ALC TINKER AFB OK//TILUB// {MANDATORY}
UNCLAS	
SUBJ:	INTERIM (enter IMMEDIATE ACTION, URGENT ACTION or RECORD) TIME COMPLIANCE TECHNICAL ORDER SUPPLEMENT (number), DATED (enter date), DATA CODE (number), RESCISSION DATE (enter date), TITLE: (enter title of the ITCTO).
<p>1. THIS PUBLICATION SUPPLEMENTS ITCTO (number), DATA CODE (number), DATED (enter date), RESCISSION DATE (date), TITLE: (enter title of the basic ITCTO) TO MAKE CORRECTIONS AS INDICATED HEREIN. A REFERENCE TO THIS SUPPLEMENT WILL BE MADE ON THE TITLE PAGE OF THE BASIC TCTO. COMMANDERS ARE RESPONSIBLE FOR BRINGING THIS ITCTO TO THE ATTENTION OF ALL AFFECTED AF PERSONNEL.</p> <p><i>Enter the following statements as applicable: a. Enter either "NO ADDITIONAL WORK IS REQUIRED BY THIS SUPPLEMENT" or "ADDITIONAL WORK IS REQUIRED BY THIS SUPPLEMENT; APPROPRIATE REFERENCE WILL BE ENTERED ON (specify maintenance form or record) FOR THE EQUIPMENT AFFECTED AND AN AFTO FORM 349 SUBMITTED."; b. When applicable, enter "THIS MESSAGE SUPERSEDES ITCTO SUPPLEMENT (number), DATED (date)."</i></p>	
2. DISTRIBUTION STATEMENT (according to MIL-STD-1806).	
3. (When applicable, enter) EXPORT CONTROL WARNING (according to MIL-STD-1806).	
4. HANDLING AND DESTRUCTION NOTICE (according to MIL-M-38784).	
5. THIS ITCTO APPROVED BY (enter name, organization and office symbol).	
<p><i>The body of the ITCTO supplement will be formatted according to MIL-T-38804, and will reference the affected paragraph(s) of the basic ITCTO and provide amended instructions, e.g.:</i></p>	
6. (ITCTO paragraph number) IS AMENDED TO READ (provide instructions).	
7.	" " " " " " "
8.	" " " " " "(etc.)
9. POC FOR THIS ITCTO SUPPLEMENT IS (name, organization and office symbol and DSN number).	

Attachment 6

ADDRESSEES WITH SPECIAL ITO NEEDS

ITO Type/Applicability	Include Following Addressees
All ITOs	OC-ALC/TILUB, Tinker AFB, OK (for indexing purposes) Aerospace Maintenance and Regeneration Center (AMARC)/ MAQJ/MAF/XR, Davis-Monthan AFB, AZ
ITOs that affect assigned systems and equipment	Prime ALC TO Management Office OC-ALC/TILDT, Tinker AFB OK OO-ALC/TIED, Hill AFB UT SA-ALC/TIRT, Kelly AFB TX SA-ALC/NWTD, Kelly AFB TX SM-ALC/TILB, McClellan AFB CA WR-ALC/TILT, Robins AFB, GA
ITOs which restrict any Air Force Combat Weapon System from full capability or operational readiness	Air Force Combat Operations Staff, HQ USAF/XOOO Pentagon, Washington, DC
ITOs for applicable systems/equipment	HQ AFMC Division(s) (Attachment 2)
All Immediate and Urgent Action ITCTOs and ISSs	Prime Center/CC/CV/PA 72 ABW, Tinker AFB, OK 75 ABW, Hill AFB, UT 76 ABW, Kelly AFB, TX 77 ABW, McClellan AFB, CA 78 ABW, Robins AFB, GA 88 ABW, Wright-Patterson AFB, OH (Use office symbols OT/OTM)
ITOs Transmitted to HQ AMC 2 AF/LG, Travis AFB, CA	21 AF/LG, McGuire AFB, NJ
All Safety of Flight ISSs	HQ AFMC/DOO, Wright-Patterson AFB, OH
All IOSs, ISSs and ITOs affecting Weapons Delivery TOs	5 AF/LG, Yokota AB, JA 7 AF/LG, Osan AB, KOR
ITCTOs related to nuclear safety 898 MUNS, Kirtland AFB, NM	896 MUNS, Nellis AFB, NV
ITOs for systems, equipment and munitions assigned to the US Army	Commander, US Army Armament, Munitions and Chemical Command (CDRAMCCOM), Rock Island, IL
ITOs for systems and equipment assigned to the US Navy	Commander, Naval Air System Command (COMNAVAIRSYSCOM), Washington, DC
ITOs for systems and equipment assigned to the US Coast Guard	Commandant, US Coast Guard/G-EAE, Washington, DC US Coast Guard Aircraft Repair and Supply Center, Elizabeth City, NC

ITO Type/Applicability	Include Following Addressees
All ITOs affecting operational munitions, aircraft and missiles	HQ USAF/CEO, Washington, DC Det 63, ASC/CC, Naval Explosive Ordnance Disposal Technology Center, Indian Head, MD
ITOs affecting systems and equipment when contract is administered by Defense Contract Management District/Defense Contract Management Area Operations (DCMD/DCMAO)	Applicable Defense Logistics Agency
ITOs affecting USAF rotation squadrons in this command and ITOs affecting SAP systems and equipment assigned to Italy, Greece and Turkey	Commander Allied Air Forces Southern Europe (COMAIRSOUTH)
ITOs for systems and equipment in production	Applicable DPRO
ITOs affecting FAA certified aircraft or similar FAA certified systems	Federal Aviation Administration (FAA)/FS-700 Washington, DC FAA Technical Center/ACT-300/AC-800, Atlantic City, NJ
ITOs affecting systems and equipment assigned to SAP Countries	HQ USAF/PRIP Washington, DC AFSAC/EC/GB, Wright-Patterson AFB, OH
ITOs for C-130 and E-4	MODUK/PE, London, England
ITOs for German Air Force (GAF) RF-4E Wahn, and USAF F-4 series that may apply to GAF RF-4E due to similar equipment	GAF Materiel Office, AMO ROMAL 3A1, Posz Germany GAF Liaison Office/MM (L-22), Hill AFB, UT AMEMB, Bonn, Germany (ODC/AF)
ITOs affecting Israel	RUEA USAI, Israeli Defense Attache, Washington, DC